

October 2004 Exam Cycle

ENGINEER-IN-TRAINING and LAND SURVEYOR-IN-TRAINING EXAMINEE INSTRUCTIONS

The following schedule indicates the time when doors will be opened for seating:

SATURDAY, October 30, 2004

- Engineer-In-Training (EIT) - 7:00 A.M.
- Land Surveyor-In-Training (LSIT) - 7:00 A.M.

With variations such as weather, traffic conditions, parking, examinee population, etc., the Board cannot predict the exact time that the exams will begin. However, we **strongly** recommend that all examinees arrive at their exam room at the time the doors open. Examinees who arrive at the exam room after the examination instructions have begun will be considered LATE and will not be allowed to take the examination.

This above policy applies to both the morning and afternoon sessions.

Bring this information sheet with you to the exam. It is important that you read and understand it before the exam. On the day of the exam, you will be required to sign a statement which certifies that you have read and will abide by these instructions.

PHOTO I.D. - In order to gain entrance into the testing area, a photo ID is required and you will not be admitted without one. Identification will ONLY be accepted if it meets ALL of the following criteria:

1. Issued by a state or federal governmental agency (including military IDs, other U.S. states and foreign countries) [Student identification cards or employee identification cards will NOT be accepted]
2. Contains your photograph
3. Contains your visible signature
4. Contains your printed (typed) name

If you do not have identification which meets ALL of the above criteria, you will NOT be allowed to sit for the examination. THERE WILL BE NO EXCEPTIONS.

EXAMINEES SUBJECT TO SEARCH - All examinees are subject to search of their persons and personal belongings while at the examination site. The purpose of this policy is to ensure the safety of all those attending the examination site and to maintain the integrity and security of the applicable examination. (See Title 16, California Code of Regs. sec. 442) By accepting admission to the examination site, each examinee willingly consents to submit his or her belongings, briefcases, backpacks, or other parcels to examination proctors or other Board staff at any time while at the examination site for purposes of detecting and seizing any unauthorized materials or items. Any conduct that results in a violation of security or disrupts the examination may result in the confiscation of the examinee's examination, the examinee's removal from the testing site, the voiding of examination results, and the forfeiture of all application fees.

INSTRUCTIONS TO EXAMINEES - These instructions supplement the instructions printed on/in your test booklet. In case of conflict, these instructions take precedence over the instructions on/in the test booklet and reference handbook (EIT only).

NCEES POLICY REGARDING THE USE OF MECHANICAL PENCILS - The National Council of Examiners for Engineering and Surveying (NCEES) has adopted a policy which requires all examinees to use the mechanical pencils NCEES provides at the examination site. **You can not use your own personal writing instrument.** Examinees must use **NCEES-issued mechanical pencils only**. These pencils will be distributed at the examination site. The pencil will be pre-loaded with 0.7-mm HB lead. This is the only writing instrument allowed. **Examinees may NOT bring lead or erasers.** If additional lead or an eraser is needed during the examination, raise your hand and a proctor will issue an additional pencil. After the exam, you may keep this pencil with our compliments.

EXAM SECURITY - Failure to follow oral and written instructions will result in your examination being voided and forfeiture of your application fee. Conduct which results in a violation of security or disrupts the administration of the examination could result in your test being confiscated, your dismissal from the examination site, and your exam being voided and not scored (See Title 16, California Code of Regs. sec. 442). Conduct which jeopardizes the integrity of the examination is considered to be a misdemeanor and in violation of Section 123 of the Business and Professions Code and may result in the imposition of a fine up to \$10,000. **Examples of misconduct include, but are not limited to, the following: writing on anything other than designated exam material (designated exam materials consist of your exam booklet, EIT Reference book provided at the examination, and answer sheet); writing or erasing after time is called; looking at another examinee's material; talking during the exam; using an unauthorized calculating device; and using cell phones for any purpose during the examination. You may not communicate or share reference materials, calculators, or any other exam materials with other examinees during the examination.** You may not attend this examination only to review or audit test materials. You may not copy any portion of the examination for any reason. **REMINDER:** The ONLY material you are allowed to write on during the examination is designated exam material.

NOTICE REGARDING THE NEW CALCULATOR POLICIES FOR EXAMINATIONS ADMINISTERED BY THE CALIFORNIA BOARD FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS FOR THE OCTOBER 2004 EXAMINATION CYCLE.

There are different calculator policies that apply to particular examinations that are administered by the Board, namely the **NCEES Calculator Policy** and **California Board Calculator Policy**.

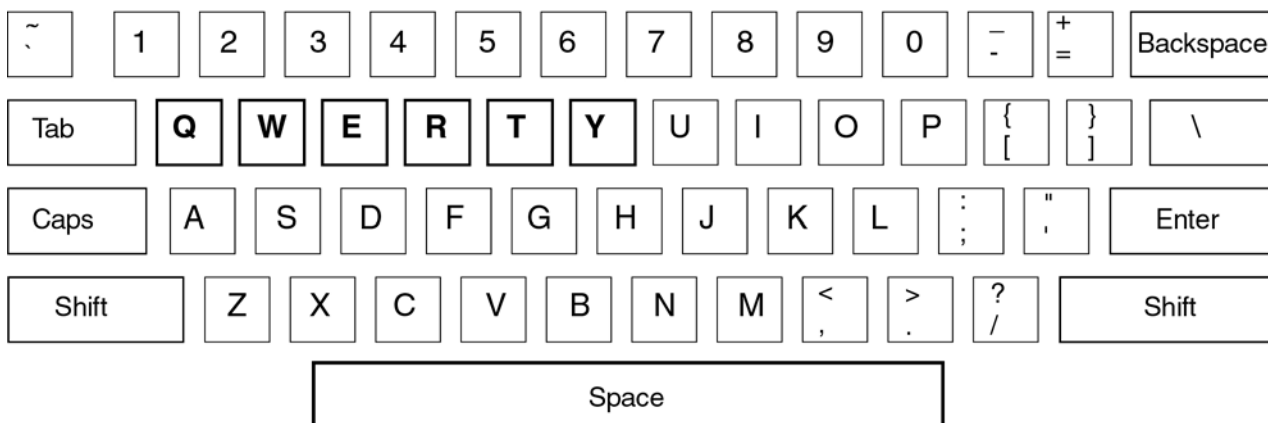
The NCEES Calculator Policy prohibits the use of any calculating device that has either communication capability and/or text editing features. This includes, **but is not limited to,** the following brands, models and types:

- **Casio:** CFX 9850, FX 7400, FX 9750, FX 2.0, Class Pad 300
- **Hewlett-Packard:** HP 39 series, HP 41 series, HP 42S, HP 48 series and HP 49 series
- **Texas Instruments:** TI 82, TI 83, 83 Plus, 83 Plus Silver Edition, TI 84 Plus, 84 Plus Silver Edition, TI 85, TI 86, TI 89
- Any calculating device with a QWERTY keypad layout similar to a typewriter or computer keyboard (See example)
- Any brand, make or model of land surveying data collector

The NCEES Calculator Policy stated above applies to both the NCEES Engineer-In-Training Examination and the NCEES Land Surveyor-In-Training Examination

Notwithstanding the above, the Board or its designees have the right to prohibit the use of **any** device which, in the opinion of the Board, may pose a threat to exam security. Electrical outlets will not be available at any time.

ONE EXAMPLE OF A "QWERTY" KEYPAD



ELECTRONIC DEVICES NOT ALLOWED IN THE EXAMINATION ROOM - Electronic devices including but not limited to **cell phones, pagers, personal data assistants (PDA's), scanners, cameras, radios**, or any calculating device which, in the opinion of the Board, may pose a threat to exam security **SHALL NOT BE BROUGHT INTO THE EXAMINATION ROOM**. If any of these items are brought into the examination room, you will be **required to leave them at your own risk inside a box or container inside the examination area**. **The Board assumes no responsibility or liability for any of these prohibited items**. You may retrieve these items from the box/container after the examination. If you refuse to surrender the items to the Board's representatives upon request, prior to the beginning of the examination, you will be removed from the examination for failing to comply with the laws and policies regarding examination security and subversion. If you are found to have such devices with you **during** the examination, the item(s) will be confiscated and you will be removed from the examination. In addition to the items being confiscated, the incident will be reported to the Enforcement Unit of the Board for investigation as a possible violation of the laws regarding examination security and subversion. Penalties for such a violation can include, but are not limited to, your examination being voided and your examination fee being forfeited. **LEAVE THESE DEVICES IN YOUR CAR OR AT HOME!**

REFERENCE MATERIALS - **"POST-ITS" AND/OR ANY OTHER FORM OF NOTES ARE NOT ALLOWED, AS THE EIT AND LSIT EXAMS ARE CLOSED BOOK EXAMS**. This includes copies of the EIT reference handbook and/or copies of the LSIT reference sheet acquired prior to the examination. Examinees writing on anything other than exam materials distributed by proctors will be in violation of the Board's exam security laws and policies (See Exam Security). Material brought into the exam room, which is prohibited from being used, must be kept under the table. Fire Codes require that all aiseways be kept clear. If it is determined that this material is being used, your examination will not be scored and your application fee will be forfeited.

SITE INFORMATION/CONDITIONS - Due to insufficient parking facilities at some exam sites, allow ample time to park and reach the testing area. Be prepared to pay for parking. Be prepared for either warm or cold temperatures, as exam sites may not have adequate heating and cooling capabilities. Earplugs for sound suppression are allowed in the event of unavoidable noise as a result of other events scheduled at the exam site. **The use of headphones inside the testing area is prohibited. Wearing hats with visors during the examination is strictly prohibited. Eating, drinking, or tobacco use will not be permitted inside the testing area.** You may bring seat cushions into the testing area. You will vacate the testing area after each exam session. You should make arrangements to bring your own food and beverage for lunch; however, some exam site locations offer food service. Contact your particular exam site for more information.

SPECIAL ACCOMMODATIONS - If you required special accommodations, you should have completed the NCEES *Questionnaire for Applicants Requesting Special Accommodations Form* available on the Boards website. This questionnaire must have been received by NCEES at least **60 days before of the exam date**. Without prior approval, **NO** exceptions or special accommodations will be granted. **Example:** Examinee brings his/her own chair: if this request was not submitted to NCEES at least 60 days before the exam, examinee will not be allowed to bring the chair into the testing area. **Example:** Examinee is a diabetic who requires food during the examination: if this request was not submitted to NCEES at least 60 days before the exam, the consumption of food at the table during the exam will not be allowed.

ADMISSION PROBLEMS - At all exam sites a **"Problem Table"** is available for those examinees who did not receive an admission notice or who need assistance. The "Problem Table" will be available Thursday, October 28, from 2:00 p.m. to 3:00 p.m. The "Problem Table" will also be available Friday, October 29, and Saturday, October 30, beginning 30 minutes prior to the opening of the doors.

EXAM RESULTS/CHANGE OF ADDRESS - The Board will post the release dates of the examination results on our website at www.dca.ca.gov/pels and on our recorded message at (916) 263-2222. In order to receive your results, your address must be current. All address changes must be submitted in writing to the Board office. **NOTE:** The names and addresses of Board licensees are public records and are published in both electronic and print media. You may use a home address, a post office box, or a business address.

If you choose to file for a Professional Engineer or a Professional Land Surveyor exam, and you fail to pass the EIT/LSIT and are thus deemed ineligible for the professional exam, the Board will refund one-half of the

professional engineer or land surveyor exam application fee [Board Rule 407(g)(2)].

METRICS - For the **EIT** exam, numerical items are presented in metric units except certain areas of civil engineering, such as surveying, where current practice in the USA does not have standards and codes in place which allow the use of metric units. They will continue to be presented in US customary units. Some numerical items are presented in US customary units in addition to metric units, in which case you must choose one. The **LSIT** exam may have some problems that require knowledge of metric units and their conversions.

COMMENT FORMS - This form is available to examinees in order to make comments and to challenge specific test problems on the examination. At the conclusion of an exam, you may request a Comment Form from the proctor at the door. You must use one form per test question. This comment form is to be completed at home and returned to the Board office within ten (10) days of the examination. Comment forms are also available on the Board's web site.

RESCHEDULING - If you fail to appear, or are late for the examination and are not admitted, or do not pass the examination, you will be required to pay another fee to reschedule.

SPECIFIC INSTRUCTIONS FOR THE EIT AND LSIT

ENGINEER-IN-TRAINING: The EIT examination is designed, developed, and graded by the National Council of Examiners for Engineering and Surveying (NCEES). The California Board, as well as all other State Boards throughout the United States and Territories, purchases the EIT exams from NCEES. Each State Board is responsible for the administration of the EIT exam. It is recommended that you visit the NCEES website to review the latest test specification for the EIT exam. Their website address is [**www.ncees.org**](http://www.ncees.org)

THIS EXAMINATION IS ENTIRELY MULTIPLE CHOICE and CLOSED BOOK. NO REFERENCE MATERIALS OR CALCULATOR MANUALS ARE ALLOWED.

When you arrive at the examination, you will receive a **new** copy of the reference handbook. You may write in this book during the examination. It is considered secured material and will be collected at the completion of both the A.M. and P.M. portion. **IF THIS HANDBOOK IS NOT ACCOUNTED FOR AT THE COMPLETION OF EITHER PORTION, YOU WILL BE IN VIOLATION OF THE EXAM SUBVERSION LAWS AND POLICIES. YOUR EXAMINATION WILL NOT BE SCORED AND YOUR APPLICATION FEE WILL BE FORFEITED.** During the A.M. portion, examinees will answer 120 problems covering breadth of knowledge in engineering. During the P.M. portion, examinees will choose one of the following subject areas: Chemical, Civil, Electrical, Environmental, Industrial, Mechanical, or General. Each area is written to test depth of knowledge in the selected subject area. Examinees will answer 60 problems within a particular depth area. The discipline chosen in the P.M. portion need not be the same discipline the examinee would choose for the Professional Engineering exam. You must mark your answers on the answer sheet in order to receive full credit. There is no penalty for guessing. **Answers marked in the test booklet will not be counted or graded and additional time will not be allowed in order to transfer answers to the machine scoreable answer sheet (scantron).** **IT IS THE RESPONSIBILITY OF THE EXAMINEE TO ENSURE THAT ALL TEST MATERIALS ARE RETURNED TO THE PROCTOR. FAILURE TO DO SO WILL RESULT IN YOUR EXAM NOT BEING SCORED AND DISCIPLINARY ACTION WILL BE TAKEN.**

LAND SURVEYOR-IN-TRAINING: The LSIT examination is also designed, developed, and graded by the National Council of Examiners for Engineering and Surveying (NCEES). The California Board, as well as all other State Boards throughout the United States and Territories, purchases the LSIT exams from NCEES. Each State Board is responsible for the administration of the LSIT exam. It is recommended that you visit the NCEES website to review the latest test specification for the LSIT exam. Their website address is [**www.ncees.org**](http://www.ncees.org)

THIS EXAMINATION IS ENTIRELY MULTIPLE CHOICE and CLOSED BOOK. NO REFERENCE MATERIALS OR CALCULATOR MANUALS ARE ALLOWED.

During the A.M. Portion, examinees will answer 85 problems. During the P.M. portion, examinees will answer 85 problems. You must mark your answers on the answer sheet in order to receive full credit. There is no penalty for guessing. **Answers marked in the test booklet will not be counted or graded and additional time will not be allowed in order to transfer answers to the machine scoreable answer sheet (scantron). IT IS THE RESPONSIBILITY OF THE EXAMINEE TO ENSURE THAT ALL TEST MATERIALS ARE RETURNED TO THE PROCTOR. FAILURE TO DO SO WILL RESULT IN YOUR EXAM NOT BEING SCORED AND DISCIPLINARY ACTION WILL BE TAKEN.**

REPORTING EXAMINATION SCORES TO ENGINEER and LAND SURVEYOR-IN-TRAINING EXAMINEES

The reporting of the scores for the NCEES EIT and LSIT examinations are represented in a *converted score format*. Examinees will receive a report of "pass" or "fail" on the examination. A minimum total converted score of 70 must be achieved in order to pass the examination. Converted scores are obtained by converting the number of questions answered correctly to a scale of 0 to 100. The converted score of 70 is not a percentage of the total number of questions answered correctly; it represents the minimum level of performance judged necessary by NCEES to demonstrate minimum competence. For a more detailed explanation of the *converted score format*, please go to the NCEES website at www.ncees.org, under the Frequently Asked Questions (FAQ) category.